



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**INFORMATION TECHNOLOGY SPECIALIST**

**Examination No. 07-022**

<b>SALARY RANGE:</b>	\$58,489 - \$87,734 annually Starting salary is based on experience and is expected to be between \$58,489 - \$76,294.
<b>FILING DEADLINE:</b>	Open until further notice.
<b>LOCATION:</b>	San Diego Superior Court is seeking qualified individuals to fill immediate vacancies at the Hall of Justice in downtown San Diego. Incumbent may be required to travel to various court locations throughout San Diego County.
<b>JOB SUMMARY:</b>	Under administrative direction of an Information Technology Manager, an Information Technology Specialist plans, executes and finalizes I.T. related projects to meet the needs of the Court; works closely with other Court I.T. staff, Court Operations, Court Administrative Staff, and third party contractors or consultants to plan and implement new projects. Typical duties include: Provides Court-wide project management and project coordination as assigned specifically in the area of I.T.; designs, implements and manages comprehensive I.T. projects and programs court-wide; defines project objectives, deliverables, and oversees acceptable outcomes; provides court-wide information support, training and dissemination of I.T. information in all areas of the I.T. environment specifically in projects related to networks, email, applications, web projects, help desk and support centers, case management and telecommunications; prepares documentation and written information to aid in the development, use and support of a new system or project implementation; develops training and presentations to court-wide audiences and large groups to rollout new infrastructure and I.T. initiatives; monitors court-wide I.T. operational activities related to the vendor-provided I.T. contract; makes recommendations related to I.T. to the Information Technology Manager; performs and conducts special studies; researches I.T. projects and new technology issues; prepares technical reports on I.T. issues and projects; formulates and researches I.T. quotes and equipment information; and assists in developing policies and procedures.
<b>REQUIREMENTS:</b>	Graduation from an accredited college or university with a Bachelor's degree in public administration, computer science, information technology or a closely related field <b>AND</b> three years of I.T experience managing I.T. projects dealing with applications, web projects, telecommunications, networks, help desk and support centers, and/or case management systems. Certification in project management is highly desirable.
<b>EVALUATION AND SELECTION FACTORS:</b>	Factors to be considered in the evaluation include knowledge of: Court operations and business functions; principles, methods and techniques of systems analysis and design, record-keeping and statistical analysis; modern information technology data processing, teleprocessing and distributive systems concepts. Other factors to be evaluated include the ability to: Plan, organize and direct systems activities for the Court; analyze project management problems and develop implementation plans to effect changes; interpret and apply administrative policies to information services functions; prepare comprehensive analytical and operational reports; communicate effectively both orally and in writing; establish and maintain effective working relationships with court staff, users and vendors; act as an innovative change agent to successfully translate centralized I.T. policies to departmental line staff and vendor I.T. staff; and evaluate and provide assistance in monitoring vendor contracts and performance.
<b>SELECTION PROCESS:</b>	Qualified applicants will be placed on an eligible list based on the information contained in both the standard employment application and supplemental application forms.
<b>HOW TO APPLY:</b>	Applicants must complete and submit a Superior Court employment application, supplemental application form, background investigation form and pre-employment disclosure statement. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P. O. BOX 122724, SAN DIEGO, CA 92112-2724.

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The 24-hour job line and the application request line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at: [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** New employees usually start at the beginning step of the salary range.

**Vacation:** New employees accrue vacation at a rate of seventeen (17) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Superior Court employees in this classification serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

**SAN DIEGO SUPERIOR COURT**  
**ATTN.: Personnel Division**  
**POST OFFICE BOX 122724**  
**SAN DIEGO, CA 92112-2724**

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